

STORING YOUR POV

AS OF 3 March 2005

**MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332-5050**

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INTRODUCTION

This pamphlet is designed to provide customers with information to prepare your Privately Owned Vehicle (POV) for storage. The successful storage of your POV is not a matter of chance. It is a result of proper advance preparation and planning. It's your POV. Ask questions. Be involved. Read what you sign. Contact your local transportation office prior to making any plans to store a POV.

NOTE: Ensure you have sufficient funds available in the event of unexpected delays/expenses to, from, or at the POV Processing Center. Suggest you call in advance.

WHO CAN STORE A POV

You are eligible to store a POV if:

- you are member of the U.S. armed forces;
- and are ordered to make a PCS to a foreign OCONUS PDS where POVs can not be shipped or where extensive modification of the vehicle would be required.
- have a letter from your transportation office authorizing POV storage.

- Your Allowance

- The allowance to store a single POV under SDDCs Global POV Contract (GPC) is limited to a permanent change of station to which a POV is not permitted to be transported or the vehicle requires extensive modification. The transportation office will determine your allowance based on your PCS orders and Military Service guidance and **MUST** issue a letter of authorization for POV storage. Service members can turn in their POV at any Vehicle Processing Center (VPC), CONUS/OCONUS whether operated by the DOD or the GPC contractor for storage in CONUS under the GPC contract.

- Service members have the option to self procure their own POV storage and be reimbursed up the Government cost. Service members must contact their local TO/TMO for letter of authorization to self-procure prior to placing the vehicle in storage.

- Restrictions

- Only **one** POV owned or leased by you or your dependent and for your personal use may be placed in storage at Government expense.

- Once the POV goes into storage it will remain in storage during the service member's tour of duty. When the vehicle is removed from storage it cannot be returned to storage at Government expense under the same orders.

- **Storage of nonconforming POVs in CONUS is PROHIBITED.** See instructions for shipping nonconforming POVs in the "Shipping Your POV" pamphlet under subject **NONCONFORMING POVs.**

INSURANCE AND LICENSING

Insurance and Licensing, if required, will be the responsibility of the service member. The vehicle will be stored on private property and there is no requirement for insurance and licensing while in storage.

TYPES OF POVs YOU MAY STORE

Only self-propelled, wheeled motor vehicles can be stored. This includes automobiles, station wagons, jeeps, vans, and pickups. Other passenger-carrying, multipurpose motor vehicles designed for overland ground transportation not specifically listed above may qualify; however, these generally require a written certification stating the vehicle is for personal use as a passenger-carrying vehicle.

PROPANE TANKS

Vehicles with propane tanks will only be accepted when the propane tank is an integral part of the vehicle used to power the engine or for other purposes and will require considerable cost for the removal of the tank. The propane tanks allowed must be purged and certified before the POV is turned at the vehicle processing center or port. A label should be affixed or tagged to the tank. The person turning in the vehicle must produce written authority that the tank is empty or has been purged. New and empty tanks meet these requirements. The certification must come from an individual or firm authorized to purge propane tanks. Loose tanks such as that use for gas stoves or barbeques and are readily accessible for removal will not be accepted.

WHAT YOU MAY LEAVE IN YOUR POV

You must ensure only authorized personal articles remain in your POV when it is turned in for storage. All household items and camping equipment must be removed. You may store the following:

- Items such as jacks, tire irons, tire chains, fire extinguishers, nonflammable tire inflators, first aid kits, jumper cables, and warning triangle/trouble lights;
- One spare tire and two snow tires with wheels (either mounted or un-mounted).

YOUR RESPONSIBILITIES

Following a few simple rules will make storing your POV much easier. Failure to follow these rules may cause the POV Processing Center to refuse your POV for storage. Service member **MUST** provide emergency contact information including their OCOUNS duty station and at least **ONE** point of contact in CONUS. This information is necessary should the need arise to contact you while the vehicle is in storage.

At CONUS origins:

- Have seven copies of your orders with amendments, and a letter of authorization signed by the ITO/TMO.
- Ensure your POV contains a **FULL** tank of fuel (gasoline or diesel)
- All fluids must be fresh and at the proper levels when the POV is turned in for storage.
- **Ensure all leaks have been repaired. POVs showing any type of fluid or oil leaks will not be accepted.**
- Ensure a fresh battery is installed, especially if current battery is more than two years old. Batteries will be tested to ensure readings are between 11.5 to 13.2 volts. If battery readings are below these levels, members will be advised that it is probable that battery will require replacing while in storage at the member's expense.
- Make sure your POV is in a safe and operable condition when you turn it in at the VPC. Vehicles that are inoperable or not safe will not be accepted.
- Make sure your POV is clean. The VPC will not accept a POV laden with dirt, soil, mud or similar matter, to include the undercarriage.
- Empty the glove compartments, except for all required items.
- Turn off or otherwise disconnect installed **auto alarm or anti-theft device** prior to turn-in.
- Have in your possession a valid driver's license, proof of ownership (title and registration), and a photo ID.
- Have in your possession a complete set of keys, to include gas cap and wheel lock keys, if necessary, upon delivery to the vehicle processing center. Retain a complete set of duplicate keys and have them with you when you pick up your POV.
- There must be a signed letter of authorization, simple power of attorney, or other acceptable evidence of agency if someone other than the service member delivers vehicle. (Not required if spouse is named in the PCS orders.) Here's an acceptable example:
"I hereby appoint (name of agent) as my agent for the delivery of my privately owned vehicle (vehicle and ID number) to the appointed military storage facility, and I appoint him/her my

attorney-in-fact to sign all documents required for the delivery of my vehicle for storage.”-
Ensure your agent has proper civilian identification and all other documentation required to store your POV.

- Provide a forwarding valid address, phone number or email address where you may be notified if repairs to the vehicle are required to maintain the storage vehicle.
- An inspector will inspect the POV with you. When the inspection is completed, you and the inspector will sign DD Form 788, “Private Vehicle Shipping Document” or commercial equivalent, “Storage Accessory Condition & Declaration” form, and the “Vehicle Storage Checklist”. You will be provided copies of all forms as a receipt for your POV. These copies will be required when you pick up the vehicle, and it will be required by the military claims office should you file a claim for loss or damage to your POV, and only the person turning in the POV will be allowed in the inspection area.
- Make sure you read the liability statements presented to you by the contractor at the time of turn in.

At OCONUS origins:

- Have seven copies of your orders with amendments, and a letter of authorization signed by the ITO/TMO.
- Ensure your POV contains less than **one-fourth** tank of fuel (gasoline or diesel).
- All fluids must be fresh and at the proper levels when the POV is turned in for storage.
- **Ensure all leaks have been repaired. POVs showing any type of fluid or oil leaks will not be accepted.**
- Ensure a fresh battery is installed, especially if current battery is more than two years old. Batteries will be tested to ensure readings are between 11.5 to 13.2 volts. If battery readings are below these levels, members will be advised that it is probably that battery will require replacing while in storage at the expense of the member.
- **Make sure your POV is in a safe and operable condition when you turn it in at the VPC. Vehicles that are inoperable or not safe will not be accepted.**
- Make sure your POV is clean. The VPC will not accept a POV laden with dirt, soil, mud or similar matter, to include the undercarriage.
- Empty the glove compartments, except for required items.
- Turn off or otherwise disconnect installed **auto alarm or anti-theft device** prior to turn-in.
- Have in your possession a valid driver’s license, proof of ownership (title and registration), and a photo ID.
- Have in your possession a complete set of keys, to include gas cap and wheel lock keys, if (applicable), upon delivery to the Vehicle Processing Center. Retain a complete set of duplicate keys and have them with you when you pick up your POV.
- There must be a signed letter of authorization, simple power of attorney, or other acceptable evidence of agency if someone other than the service member delivers vehicle. (Not required if spouse is named in the PCS orders.) Here’s an acceptable example:
“I hereby appoint (name of agent) as my agent for the delivery of my privately owned vehicle (vehicle and ID number) to the appointed military storage facility, and I appoint him/her my attorney-in-fact to sign all documents required for the delivery of my vehicle for storage.”
- Ensure your agent has proper civilian identification and all other documentation required to store your POV.
- Provide a valid address where you may be notified if repairs to the vehicle are required to maintain the storage vehicle.
- An inspector will inspect the POV with you. When the inspection is completed, you and the inspector will sign DD Form 788, “Private Vehicle Shipping Document” or commercial equivalent, “Storage Accessory Condition & Declaration” form, and the “Vehicle Storage Checklist”. You will be provided copies of all forms as a receipt for your POV. These copies will be required when you pick up the vehicle, and it will be required by the military claims office should you file a claim for loss or damage to your POV, and only the person turning in the POV will be allowed in the inspection area.
- (Members may check status of POV at: www.whereismypov.com)
- Make sure you read the liability statements presented to you by the contractor at the time of turn in.
- The representative will have the member complete/sign the Import Declaration (DOT HS-7), where applicable, EPA Form 3520, where applicable, the Personal Property Declaration (1252), where applicable.

LOSS AND DAMAGE

When picking up your POV:

- Carefully inspect the exterior and interior to determine if there are any new damages.
- Make sure items left in the POV at the origin terminal are still there.
- Carefully and completely list any loss and all damages to your POV on your vehicle shipping document, DD Form 788 or commercial equivalent. List all loss and damage discovered and why it was not discovered at the final inspection at the pickup point.
- Failure to do this may result in no payment for this damage.

ADVANCE MEMBER PICK UP NOTIFICATION

The storage facility or managing Vehicle Processing Center will notify, via certified mail, pre-pick up advise to members 45 days prior to the end of members tour of duty, if the member has not already notified a VPC. Vehicle will be store for a period of 90 days after termination of tour of duty. If no contact is made by the end of 90-day period after termination of service member's tour of duty, the vehicle will be considered abandoned and will no longer be considered a stored vehicle. Vehicles in this category may be moved to an outside facility to wait abandonment processing.

DELIVERY FROM A STORAGE FACILITY FOR PICK UP AT CONUS/OCOUNS VEHICLE PROCESSING CENTER

The member must provide the contractor with pick-up or forwarding instruction in no less than 30 days of the required delivery date at the designated CONUS VPC or delivery to a CONUS VPC for OCONUS movement. The instructions may be written or emailed. Movement from storage will require seven copies of the member's new orders. In addition, movement to OCONUS points will require the documents specified in MTMC "Shipping Your POV" pamphlet.

EARLY RELEASE OF POV FROM STORAGE WITHOUT NEW PCS ORDERS

Service members requesting early release of POVs from storage for personal reasons without new PCS orders must be aware of the following:

- Once a POV is released from storage that POV is not authorized further storage at Government expense, to include personally procured storage, until new orders are issued.
- POVs withdrawn from storage without new orders are only authorized movement to the original CONUS turn-in VPC or the CONUS VPC serving the storage site. The POV is not authorized movement to the OCONUS turn-in site.
- The appropriate Military Service must approve any movement requiring transport to another CONUS VPC before movement can occur, and the member must agree to pay any excess costs associated with the move.

MILITARY SERVICE INSTRUCTIONS

In addition to instructions in this pamphlet the shippers and Military Service Transportation Officials are governed by the instructions provided by the sponsoring Military Service.

STORAGE SERVICES APPLICABLE UNDER THE GPC CONTRACT:

Liability:

- Contractor liable for up \$20,000 for loss and damage

- Site settlement for loss and damage claims up to \$500
- Expedited (7 days) settlement for loss and claims not exceeding \$1000

Storage Services:

- vehicles will be placed in storage no later than 14 days after turn-in from member
- storage will be indoors
- vehicles will be stored in accordance with the vehicle manufacturer's recommendations in effect at the time of storage
- vehicles will be washed at the storage site prior to placed into storage
- vehicles will be covered during storage
- fuel stabilizer added as required
- vehicles run every 30 days – cycle air conditioning and heat
- move vehicles every 30 days to prevent flat spots on tires
- vehicles kept locked

GOVERNMENT ASSISTANCE

Most VPCs have a Contracting Officer Representative (COR) available on site to assist the member in the movement and storage of their vehicle. If required please ask the contractor to be referred to the COR. In those instances where a COR is not available the member will be put in telephone contact with a COR at another VPC who can assist.

POV PROCESSING CENTER INFORMATION

The remainder of this pamphlet provides information unique to each VPC operated by the GPC contractor. Consult your local transportation office to determine the proper VPC from which to ship your POV. NOTE: Hours of operation for each VPC are listed in the applicable section and are strictly adhered to. VPCs are not open on weekends or holidays. Please plan your trip accordingly.

While every effort is made to provide up-to-date information on the POV program, it is important that you consult your local transportation office for any recent changes. We welcome written recommendations to correct or improve this pamphlet. Address your comments to:

Surface Deployment and Distribution Command
ATTN: SDPP-PA
200 STOVALL STREET
ALEXANDRIA VA 22332-5000

Information regarding the status of POV shipments can be obtained on the worldwide-web at <http://www.whereismypov.com>

CONUS Vehicle Processing Center Information

VPC Operating Hours For “POV PROCESSING” 0800-1600* Mon-Fri, except Fed Holidays

***Members are encouraged to arrive at the VPC by 1530 hrs to insure processing is completed on time**

Atlanta, GA VPC 2579 Campbell Blvd. Ellenwood, GA 30294	Tel# 404 363 4449/3753 Fax# 404 363 1858 800# 800 965 9155
Baltimore, MD VPC 2501 Broening Highway Baltimore, MD 21224	Tel# 410 631 5751 Fax# 410 631 5756 800# 800 631 5751
Charleston, SC VPC 1599 Oceanic Street Charleston, SC 29405	Tel# 843 805 6667 Fax# 843 805 6671 800# 800 747 9223
Dallas, TX VPC 500 North Stemmons Freeway Lake Dallas, TX 75065	Tel# 940 497 1036 Fax# 940 497 1076 800# 866 438 2046
Los Angeles, CA VPC 23803 S. Wilmington Ave. Carson, CA 90745	Tel# 310 549 8277 Fax# 310 549 7438 800# 800 887 3344
Metro NY/NJ VPC 301 Supor Blvd Harrison, NJ 07029	Tel# 973 485 8164 Fax# 973 485 6925 800# 877 269 3702 (“877” is toll-free)
New Orleans, LA VPC 5481 Crowder Blvd New Orleans, LA 70127	Tel# 504 246 2102/0770 Fax# 504 246 2111 800# 800 721 9632
Portsmouth, VA VPC 3015 Airline Blvd. Portsmouth, VA 23701	Tel# 757 465 4127 Fax# 757 465 3970 800# 800 810 7480
Richmond, CA VPC 1200 Wright Ave Richmond, CA 94804	Tel# 510 231 6838 Fax# 510 237 4046 800# 800 704 2444
Orlando, FL VPC 1934 McCoy Road Orlando, FL 32822 (Updated 4/05/01)	Tel# 407 854 8771/8772 Fax# 407 854 8774 800# 800 758 5998
Seattle, WA VPC 2302 Ross Way Tacoma, WA 98421	Tel# 253 272 1712 (TACOMA) 253 735 6405 (SEATTLE) Fax# 253 272 2375 800# 800 597 1833
St. Louis, MO VPC 4236 Crescent Drive Pontoon Beach, IL 62040	Tel # 618 931 2888 Fax 618 931 2892 800# 800 275 3706

OCONUS Vehicle Processing Center Information

OCONUS VPC OPERATING HOURS are Mon-Fri, excluding all Federal, Local and Host Nation holidays. Members are encouraged to arrive at the VPC by 1530 hrs to insure processing is completed on time. Hours of operation are as follows:

BENELUX (Chievres, Belgium/Schinnen, Netherlands) 0800-1630
 ENGLAND 0800-1630
 GERMANY 0800-1700
 GUAM 0800-1600
 HAWAII 0800-1500 (For POV Processing)
 ALASKA 0800-1700
 ITALY 0830-1630
 PUERTO RICO 0800-1600
 SOUTH KOREA 0800-1700
 TURKEY. 0830-1630
 SPAIN 0900-1300, 1300-1400, 1400-1700

BENELUX Transcar POV Shipping Chievres, Belgium VPC Chievres Air Base Building 20174 Belgium	Tel# 32(0) 68665999 Fax# 32(0) 68665948 800# 00 800 87267227
Schinnen, Netherlands VPC Transcar POV Shipping Borgerweg 10 Building 27, Room 11 6365 CW-Shinnen, NL Netherlands	Tel# 31(0) 464432851 Fax# 31(0) 464432735 800# 00 800 87267227
ENGLAND Lakenheath/Mildenhall VPC London Road Industrial Estate 40 Wimbledon Avenue Brandon, Suffolk IP27, 0NZ Quality of Life VPC U.S. Naval Activities, UK RAF West Ruislip, London Quality of Life VPC Menwith Hill Station Harrogate, Yorkshire Quality of Life VPC Joint Maritime Force Raf JMF ST. Mawgan Newquay, Cornwall	CONTACT TRANSCAR ON Tel# 44(0) 1842813999 Fax# 44(0) 1842812981 800# 00 800 87267227 Tel# 44 (0)1715 144467 Tel# 44 (0)1423 777887 Tel# 44 (0) 1637 853502
LONDON VPC U.S. Naval Activities U.K. RAF West Ruislip	Tel# 44-189-561-6585 (Int'l) 0189-561-6585 (Local) DSN 235-6585 For appointment: 0184-281-3999 Fax# ext 6640 Toll Free: 00-800-87267227

GERMANY Baumholder VPC Gebäude 8716, Raum 1-3 Chg 6/4/01 Smith Barracks Am Bahnhof / Bldg 8716 55774 Baumholder, Germany	Tel# 49 6783 2455 Fax# 49 6783 3377 800# 00 800 87267227
Boeblingen VPC Transcar POV Shipping Panzer Kaserne Bldg 2931 71032 Boeblingen, Germany	Tel# 49 7031 4 Fax# 49 7031 413408 DSN 431-2617
Grafenweohr VPC U.S. Grafenweohr Base Saratoga Ave/Bldg 515 92655 Grafenweohr, Germany	Tel# 49 9641 8480 Fax# 49 9641 3597 800# 00 800 87267227
Kaiserslautern VPC Kapaun Air Station Bldg 2806 67661 Kaiserslautern, Germany	Tel# 49 631 98517 Fax# 49 631 98518 800# 00 800 87267227
Mannheim VPC Taylor Barracks Bldg 348 68309 Mannheim, Germany	Tel# 49 621 7140511 Fax# 49 621 7140711 800# 00 800 87267227
Schweinfurt VPC Conn Barracks Custer Street/Bldg 35 97421 Schweinfurt, Germany	Tel# 49 9721 803618 Fax# 49 6721 85224 800# 00 800 87267227
Spangdahlem VPC Spangdahlem Air Base Bldg 193A 54529 Spangdahlem, Germany	Tel# 49 6565 4484 Fax# 49 6565 4469 800# 00 800 87267227
Wiesbaden VPC Transcar POV Shipping Mainz Kastel Housing Area Bldg 7513 55252 Mainz Kastel, Germany	Tel# 49 6134 69303 Fax# 49 6134 63579 800# 00 800 87267227

GUAM Guam VPC COMNAVMAR Naval Base Bldg 3179 Santa Rita, Guam 96915	Tel# 671 339 2205 Fax# 671 564 2105 800# 877 716 7702
HAWAII Honolulu, HI VPC Matson-Honolulu Terminal Sand Island Parkway Pier 51-B Honolulu, HI 96820	Tel# 808 848 8383 Fax# 808 853 2116 800# 800 896 7745
ALASKA Anchorage, AK VPC 2945 Mountain View Drive Anchorage, Alaska 99501 Fairbanks VPC 904 Aurora Drive Fairbanks, Alaska 99701	Toll Free# 1-866-848-7276 Tel# 907-297-1133 Fax# 907-297-1198 Toll Free# 1-866-848-7277 Tel# 907-451-1753 Fax# 907-451-1826
ITALY Aviano VPC Transcar POV Shipping Via Monte Tremol 1 Industrial Area 33081 Aviano, Italy Sigonella VPC Transcar POV Shipping C/O Base NavakeUSA / NAS II Strada Statale 417 Catania - Gela 95030 Plano d'ARCI /Sigonella (CT)	Tel# 39(0) 434661419 Fax# 39(0) 434661420 800# 800 053388 (in Italy) Tel # 0039-095-86-5529 Fax# 0039- 434-661875 800# 800-053733 DSN# 624-5529
Livorno VPC Transcar POV Shipping Leghorn Army Depot Camp Darby Gate 27, Bldg 5138 SS 1 Aurelia 56018 Tirrenla/Pisa, Italy	Tel# 39(0) 50579920 Fax# 39(0) 5037649 DSN 633-7059
Naples VPC Vehicle Processing Center C/O Naval Support Activity Building 2081 Contrada Boscariello 81030 Gricignano di Aversa (CE) Italy	Tel# 39-081-811-6521/6522 Fax# 39-081-811-6526 DSN 625-4252
Vincenza VPC Transcar POV Shipping Via Pelosa BLDG. 970 Torri di quartesolo 36040 Vincenza, Italy	Tel# 39(0) 44431898 Fax# 39(0) 444263168 DSN 634-7760

PUERTO RICO Puerto Rico VPC Avenida J. F. Kennedy, Km 2.5 San Juan, Puerto Rico 00920	Tel# 787 792 1233 Fax# 787 781 0688 800# 888 872 6064
SOUTH KOREA Pusan VPC Camp Hialeah, Bldg 508 Yonji-Dong, Pusanjin-Ku Pusan, Korea	Tel# 82 051 819 4870 DSN 763 7680 Fax# 82 051 819 1507
Seoul VPC Bldg C5721-A 34 th SG, Yongson TMP Seoul, Korea	Tel# 82 2 7916 7086 or 7088 DSN 736 7086 or 7088 Fax# 82 2 7916 7091 DSN 736 7091
Taegu VPC 20 th Support Group Bldg 1415 Camp Henry, Korea	Tel# 82 53 470 8112 Fax# 82 53 470 8113 Note: THESE NUMBERS ARE THE SAME
TURKEY Incirlik VPC Ceyhan Yolu 10 KM No 65 TR-01340 ADANA	Tel# 0090-322-332-7211 Fax# 0090 322 332 8921 or 7857 DSN# 679-9964 800# 0800- 521-1043
Izmir VPC Hacilarkiri Caddesi No 15/1 TR-35040 Bornova	Tel# 0090-232-478-2856 Fax# 0090 232-478-2859 800# 0800-479-7644
SPAIN Rota VPC Transportes Internacionales Ferris, S.A. Avenida Crucero Baleares, #18. 11520 Rota (Cadiz), Spain	Tel# 0034-956 -811044 / 0034 956 840185 Fax# 0034 956-815077 800# 0034-900-214304